

CHILD CUSTODY, PARENTING TIME (“Visitation”), and CHILD SUPPORT

1

To Get The First Court Order

Part 1: Completing and Filing the Court Papers



SELF-SERVICE CENTER

ESTABLISH CHILD CUSTODY, PARENTING TIME ("Visitation") and CHILD SUPPORT

This packet contains court forms and instructions to file a petition to establish child custody, parenting time, and support, but **not** paternity. Be sure the documents are in the following order:

Order	File Number	Title	No. Pp.
1	DRCV1t	Table of forms/instructions in this packet	1
2	DRCV1k	Checklist	1
3	DRCV11i	Help on completing the <i>"Petition to Establish Child Custody, Parenting Time, and Child Support"</i>	6
4	DRFC10f	<i>"Family Court Cover Sheet"</i>	2
5	DRSDS10f	<i>"Sensitive Data Sheet"</i>	1
6	DR11f	<i>"Summons"</i>	2
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8	DR12f	<i>"Order and Notice to Attend Parent Information Program"</i>	8
9	DRCV10p	Procedures: How to file papers with the Court for establishment of custody, parenting time, and child support when paternity has already been established	2

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SELF-SERVICE CENTER

FORMS AND INSTRUCTIONS

PETITION AND PAPERS FOR COURT ORDER ABOUT CHILD CUSTODY, PARENTING TIME (“VISITATION”), AND CHILD SUPPORT

CHECKLIST

Use the forms and instructions in this packet only if the following factors apply to your situation:

- ✓ You are the natural or adoptive parent of the child(ren) **AND**,
- ✓ Paternity has already been legally established because:
 - ✓ You already have a court order establishing paternity, **OR**
 - ✓ You have a court order for child support, **OR**
 - ✓ In the hospital, when the child was born or afterwards, both parents signed an Affidavit Acknowledging Paternity stating the name of the father, **AND**,
- ✓ You want to file a ***“Petition to Establish Child Custody, Parenting Time, and Child Support”*** or you have a support order already (in which case the court will review the order if it orders custody) **AND**,
- ✓ The child(ren) resided (lived) in Arizona at least 6 months before you file the petition or you talked to a lawyer who advised you that even so you could pursue the case in Arizona **AND**,

READ ME: It is very important for you to know that when you sign a court document, you may be helping or hurting your court case. Before you sign any court document, or get involved with a court case, it is important that you see a lawyer to make sure you are doing the right thing. The Self-Service Center has a list of lawyers who can give you legal advice and can help you on a task-by-task basis for a fee. If you want to know more about our list of lawyers and our list of mediators, ask the Self-Service Center staff.

SELF-SERVICE CENTER

HOW TO FILL OUT PAPERS FOR CUSTODY and/or CHILD SUPPORT and PARENTING TIME ("VISITATION")

WHEN TO USE THIS PACKET:

Use this packet if you want to get a court order for child custody and/or child support and parenting time. **YOU CANNOT USE THIS PACKET TO ESTABLISH PATERNITY.** USE THIS FORM **ONLY** if you are the natural or adoptive parent of the child(ren), **AND**

- You already have a court order establishing paternity, **OR**
- You have a court order for child support, **OR**
- You have established paternity by filing an affidavit of paternity through the Hospital Paternity Program (A.R.S. § 25-812, § 36-334) or other method permitted by law after July of 1996.

If you want a court order for child custody and parenting time, the court will also want to review the current child support order. If there is no order or if the order needs to be changed, the court will sign a child support in your case.

IF YOU HAVE A COURT ORDER FOR PATERNITY OR CHILD SUPPORT FROM ANOTHER STATE OR ANOTHER COUNTY IN ARIZONA

If you have a court order involving the child(ren) from this case from a different state, or from a different county in Arizona, you should:

- Get a **certified copy** of the paternity or child support order from the other state or county, **AND**
- Give the **certified copy** to the Clerk of Court when you file your court papers, **AND**
- The Clerk of the Court will file the order and assign a case number to your case in Arizona.

IMPORTANT NOTICE ABOUT WHEN YOU CAN BRING A CHILD CUSTODY CASE IN THE SUPERIOR COURT IN ARIZONA: Generally, you should have resided (lived) in Arizona with the child(ren) for at least 6 months, **OR** Arizona must be the child(ren)'s primary place of residence before you file, **OR** if the child is less than 6 months old, the child must have resided (lived) in Arizona since his/her birth. If you have questions regarding this requirement, see a lawyer before filing.

IMPORTANT NOTICE ABOUT WHEN YOU CAN SUE ANOTHER PERSON IN ARIZONA FOR PATERNITY OR CHILD SUPPORT: You can sue the defendant/respondent in Arizona to establish, enforce, or change a support order, or establish paternity, if **ONE** of the following statements is true about the defendant/respondent:

- The other party is a resident of Arizona; **OR**
- You serve the other party with the court papers in Arizona. (See the Self-Service Center packet on service if you have any questions.); **OR**
- The other party agrees to have the case heard here and files written papers in the court case; **OR**
- The other party lived with the child in this state; **OR**
- The other party lived in this state and provided pre-birth expenses or support for the child; **OR**
- The child lives in this state because of the acts or directions of the other party; **OR**
- The person had sexual intercourse in this state and the child may have been conceived in this state; **OR**
- The person signed a birth certificate that is filed in this state; **OR**
- The other party signed an affidavit acknowledging paternity; **OR**
- The other party did any other acts that substantially connect the person with this state (see a lawyer to help you decide).

DOMESTIC VIOLENCE

Domestic violence can be part of any relationship. Domestic violence includes physical violence such as hitting, slapping, pushing or kicking, directed against you and/or your children **AND/OR** it can also include regular verbal abuse and/or threats of physical violence made against you and/or your children, as a method to control you.

Court documents request your address and phone number. If you are a victim of domestic violence, or if you **do not** want your address known to protect yourself or your children from further violence, **you must file a "Petition for an Order of Protection"** and ask that your address **not** be disclosed on court papers. With this order, you **do not** need to put your address and phone number on your court **papers**. If possible, get a P.O. Box or use another valid address on these papers. If you have no other address or phone number where you can be reached, write "protected" on the forms where asked for this information. You must, as soon as possible, tell the Clerk of the Court an address and phone number where you can be reached.

CASE NUMBER

Use the Case Number on all your court papers. This is the number you were given in the paternity or child support case you had in Maricopa County. Or, if your paternity or child support case was from another county or another state, use the number the Clerk of the Court gave you when you filed the certified copy of your other court case in Maricopa County (see instructions above).

FAMILY COURT COVERSHEET:

Print or type in black ink.

Case Type: Check only one box that matches the legal procedure for which you are filing the documents in this packet.

Information About the Petitioner: Write in your name, address, home telephone number, work telephone number, cell phone/pager number, date of birth, social security number, and e-mail address in the space provided. If your address and telephone numbers are protected, you do not need to fill in this information. However, you must let the Clerk of the Court know how to reach you. If a lawyer represents you, the Petitioner, you must also write in the lawyer's name and bar number.

Information about the other party, the Respondent: Write in the name of the Respondent. If you know the Respondent's address, home telephone number, work telephone number, cell phone/pager number, date of birth, social security number, and e-mail address, you must write in this information.

Minor Children Involved: List the names, dates of birth, and social security numbers for any minor children involved in this specific case.

Other Minor Children: If there are other children of either the Petitioner or the Respondent or both not involved with this case, list their names on the lines provided.

Other court cases: Check the appropriate box to tell this Court if either you or your spouse have been involved in any other cases, except a minor traffic offense, in any other court. If you check the Yes box, please describe the case, including case numbers and court location.

Domestic Violence Section: Answer the questions listed regarding domestic violence. This information will help court staff determine if this issue is relevant to this case.

Children's Issues Section: Answer the questions regarding the children you listed on the Family Court Cover Sheet. This information will help court staff determine if these issues are relevant to this case, and/or whether a case exists in this Court already regarding any child you listed.

Location: If you are filing your documents in downtown Phoenix, check the Downtown Phoenix box; if you are filing your documents in the Northeast facility, check the Northeast box. If you are filing your documents in Mesa, check the Mesa box. If you are filing your papers in Surprise, check the Surprise box.

SUMMONS

Fill in the following information: Your name; address (if not protected); city, state and zip code; telephone number; ATLAS NUMBER; name of Petitioner (your name); and name of Respondent (the opposing party's name). You will have an ATLAS number **ONLY** if you receive or have received AFDC or other government benefits for the child(ren) for whom you want to establish custody and/or parenting time.

PETITION

- A. Make sure your form states PETITION FOR CHILD CUSTODY, PARENTING TIME AND CHILD SUPPORT, OR PETITION FOR CHILD CUSTODY AND PARENTING TIME in the upper right-hand part of the first page. Decide what you want a court order for. Here are your choices:
1. CUSTODY, PARENTING TIME, AND CHILD SUPPORT: Check this box if you have a court order for paternity but not for custody, parenting time and child support, OR if you have a court order for child support but need to change it because of what you are asking the court to do with custody.
 2. CUSTODY AND PARENTING TIME: Check this box if you have a court order for child support and do not think your requested changes to custody and/or parenting time will change the child support order. **WARNING: The Judge may change the child support order even if you do not ask for this.**
- B. In the top left corner of the first page, fill out the following: YOUR name; address (if not protected); city, state and zip code; telephone number; and your ATLAS number, if you are receiving or have received AFDC from the Arizona Department of Economic Security.
- C. Fill in the space that says "Name of Petitioner" and "Name of Respondent." You will be the PETITIONER if your paternity or child support order was from another county or another state, and this is the first time you are filing a court case in Maricopa County. Otherwise, complete the caption the same way it was in the paternity or child support case in Maricopa County.

WARNING: IF YOU HAVE AN EXISTING CASE IN MARICOPA COUNTY AGAINST THE SAME PARTY, DO NOT GET A NEW DR/FC/FN CASE NUMBER WHEN FILING YOUR CASE! USE YOUR EXISTING DR/FC/FN CASE NUMBER. IF YOU DO NOT KNOW YOUR EXISTING CASE NUMBER, ASK THE CLERK FOR YOUR EXISTING NUMBER BEFORE YOU FILE YOUR COMPLAINT / PETITION.

- D. **General information:**
1. Fill in your name, address (if not protected) and date of birth. This is basic information about YOU, the PETITIONER, and your relationship to the child(ren) for whom you want the custody and/or parenting time order.
 2. Fill in the name of the other party, his or her address and date of birth. This is basic information about the other party, the RESPONDENT.
 3. Decide why you can pursue a court case against the Respondent in Arizona. Check the boxes that apply.
 4. Fill in information about all the children for whom you want custody/parenting time. The same persons should be the mother and the father for all the children for whom you want this order. If you think the children have different fathers or mothers, you need to sue that person.

E. **Statements about paternity AND child support:** Tell the court what your current situation is:

5. **How was paternity established in your case?** Check the box that describes how paternity was established. If none of these apply, or if only the last box applies (indicating the parties were married when the child(ren) was/were born, conceived or adopted, **STOP!** Do not proceed with these forms unless advised to do so by an attorney. Paternity must already be established to use these forms; if the parties were married, custody and visitation can generally only be decided as part of an action for divorce or separation.
6. **What is your current situation as to child support?** Check the box that describes your case.

ORDER DOES NOT NEED TO BE CHANGED: Check here if you think that the child support order you have does not need to be changed because of the custody order you want. **WARNING: The judge can decide whether to change the child support order even if you do not want this.**

ORDER NEEDS TO BE CHANGED: Check here if the child support order you have needs to be changed.

NO CHILD SUPPORT ORDER: If you have a paternity order only, without a child support order, the judge will make an order on the issues of custody, parenting time, and child support.

F. **Other information about the children:** If you are aware of court cases about the children, you need to tell the court. Attach a copy of any order about custody, parenting time, or child support to the petition, unless the order is from the Superior Court in Maricopa County.

7. Fill out where the children in this case have been living **for the past 5 years**. If any children are under age 5, simply put the information about where they have been living since birth. Write each child's name; the address where the child lived; the dates the child lived at each address; whom the child lived with; and, the relationship of that person to the child. While you may not remember exact dates and address, fill this information out as completely as possible.
8. You must tell the court if you participated as a party or witness in any court case involving issues **OTHER THAN** custody or parenting time of the child(ren). If your answer is "**no**," check the first box and GO ON. If there is another case, check the second box and give as much information as possible. This information could affect you or your child(ren)'s rights.
9. The court **MUST** know if there have been other cases involving custody, parenting time or child support of the child(ren) of this case, even if you were not a party. If there are no other custody or parenting time cases, or you do not know of any, check the first box and GO ON. If you have been involved in any way with this type of court case, check the second box and give the requested information. Tell the court what happened and what is going on in the other case(s).
10. If you do not know of another person **OTHER THAN THE OTHER PARTY** who has physical custody of the child(ren) or is claiming custody or parenting time rights to any of the children, check the first box and GO ON. If you know of such a person, put the child's name and the person who believes they have a custody or parenting time claim. You must also include the person as a respondent in this court case.

G. **Other statements to the court:**

11. **OTHER EXPENSES:** This asks for a fair division of all expenses about the children.
12. **DOMESTIC VIOLENCE:** This tells the court if there was domestic violence in the relationship, and relates to a request for joint custody. If you are not sure what this means, see the paragraph on **DOMESTIC VIOLENCE** on the first page of these instructions. Check the box that best describes your situation. If there has been **no** domestic violence, **GO ON**.
13. **VENUE:** This tells the court that one parent or the child(ren) lives in Maricopa County, so the court can decide your case.

H. **Requests to the court for custody, parenting time and/or child support. This section of the Complaint/Petition formally requests that the court make Orders relating to issues such as custody, parenting time and support.**

1. **CUSTODY OF CHILD(REN) AND PARENTING TIME.**

- A. **SOLE CUSTODY:** If you want sole custody, check the boxes that apply, including the parenting time you are asking for. Tell the court whether you want custody of the child(ren) to go to you or the other party.

PARENTING TIME: Check only one box. You can ask that the non-custodial parent (the parent having physical custody of the child(ren) less than 50% of the time) have one of the following types of parenting time:

1. **Reasonable Parenting time.** This suggests an amount of parenting time appropriate to the age of the child(ren). The court offers suggested amounts of parenting time, but the amount can vary by agreement of both parents. If you and the other party agree, complete the Parenting Plan before you go to the judge for your final order.
2. **Supervised or No Parenting time to the Non-Custodial Parent.** You may request supervised or no parenting time if the non-custodial parent cannot adequately care for the child(ren) or cannot do so without another person present. You may request this if the person not having custody abuses drugs or alcohol; is violent or abusive; or, does not have the parenting skills to care for the child(ren) without another person present. Remember, supervised or no parenting time is not intended to punish the parent, but to protect the child. You must tell the court in the space provided why you say the parenting time should be supervised or no parenting time allowed.
3. **Supervised Parenting time:** Describe how you think supervised parenting time should be handled.
4. **No Parenting time to the Non-Custodial Parent.** You should check this option only if the non-custodial parent has seriously harmed, abused, or otherwise is a serious danger to the child(ren)'s physical and emotional health, or if there is a criminal Court Order stating there is to be no contact between the child(ren) and the non-custodial parent. This is used only as a last resort to protect the child(ren).

- B. **JOINT CUSTODY:** If you are asking for joint custody, you will need to file a Joint Custody Agreement signed by both parents which will be given to the judge for court approval.

2. **CHILD SUPPORT:** Check which party should pay child support. (The box you check should match what you asked for in the petition).

3. **HEALTH, MEDICAL, DENTAL INSURANCE AND HEALTH CARE EXPENSES:** Check which party should be responsible for health, medical and dental insurance.
 4. **OTHER ORDERS:** Check this box only if you have made other requests to the court. If you check this box, write the additional orders you are requesting the court to make that were not covered elsewhere in your Petition.
- I. **OATH AND VERIFICATION OF PETITIONER:** Sign this form in front of a Notary Public. By doing so you are telling the court that everything contained in your Petition is true.

NOTICE REGARDING THE PARENT INFORMATION PROGRAM

This is an important document. You and the other parent must attend and complete a class in the Parent Information Program. The purpose of the Parent Information Program is to give parents information about the impact that divorce, the changes in the family unit, and/or court involvement have on children involved in a divorce, paternity, or custody case. This Notice applies to all parents who file an action for dissolution of marriage or legal separation, or any paternity proceeding, in which a party has requested that the court determine custody or parenting time on or after January 1, 1997, and to all other domestic relations cases if ordered by the court.

Make sure you read this notice, do what it says, and serve this notice on the other party.

OTHER IMPORTANT PAPERS IN THIS PACKET

Before you can get an order from the judge, you must complete the court papers on what you want the judge to order about child custody, parenting time, and child support. The court papers you need, with guidelines and/or instructions, are included in this packet. These court forms, and those prepared by the other party, are what the judge will use when it is time to sign the order about custody, parenting time, and support. You can complete the papers about custody, parenting time and support now, and serve or provide copies to the other party; OR, you can complete the papers before the final court hearing date and give or mail them to the other party. The Family Support Center of the Clerk of the Court will help you with Child Support calculations for the Worksheet.

Superior Court of Arizona
Maricopa County
Family Court Cover Sheet

For Use *WITH* Minor Children

Check only one:

- ☐ **Dissolution (Divorce)**
☐ **Legal Separation**
☐ **Annulment**
☐ **Order of Protection**
☐ **Paternity**
☐* **Custody/Visitation**
☐* **Child Support**
☐ **Other** _____

* Check only if no other category applies

**Case Number (Clerk will stamp
case # when documents are filed)**

ATLAS number(s): (if applicable)

Instructions:

- You must provide the following information about yourself and the other party.
- Type or print neatly in black ink.
- If more room is needed for children or Petitioner/Respondent, please attach a separate page.

Information About the Petitioner:

Name: _____

Address: _____

City, State, Zip: _____

Home phone #: (____) _____

Work phone number: (____) _____

Cell phone/pager: (____) _____

Date of Birth: _____

Social Security _____

E-mail address: _____

Information About the Respondent:

Name: _____

Address: _____

City, State, Zip: _____

Home phone #: (____) _____

Work phone number: (____) _____

Cell phone/pager: (____) _____

Date of Birth: _____

Social Security#: _____

E-mail address: _____

Lawyer's Name and Bar Number: _____
(Provide this information only if YOU have an attorney)

Names, Dates of Birth, and Social Security Numbers for Minor Children Involved:		
Name:	DOB:	SSN:
Name:	DOB:	SSN:
Name:	DOB:	SSN:
Name:	DOB:	SSN:

Names and D/O/B's of any OTHER minor children of the petitioner and/or the respondent, who are NOT involved in this case: _____

Have there been any other cases (EXCLUDING minor traffic offenses) in any court involving members of this family? Yes No. If yes, please describe, and provide case numbers if known: _____

Domestic Violence Section

Is anyone mentioned on this cover sheet currently a victim of any family or domestic violence?

☐ Yes ☐ No

Has anyone listed on this cover sheet been the plaintiff, defendant, or named in a petition for an Order of Protection? ☐ Yes ☐ No

If Yes, please identify:

Was the Order of Protection granted by the Maricopa County Superior Court?

☐ Yes ☐ No

If No, in what court was the Order of Protection granted? _____

Children's Issues Section

Are any of the children named above in any physical danger due to abuse or neglect?

☐ Yes ☐ No

Has anyone named on this sheet had any involvement with Child Protective Services in Arizona?

☐ Yes ☐ No

If Yes, please provide the CPS or Juvenile Court case number: _____

INTERPRETER: Is an interpreter needed for either of the parties? If so, please check the appropriate boxes below. **NOTE: THIS IS NOT A REQUEST FOR AN INTERPRETER, THIS INFORMATION IS TO BE USED FOR INTERNAL PURPOSES ONLY.**

☐ Petitioner ☐ Respondent Language: ☐ Spanish ☐ Other _____

LOCATION (Check the Superior Court location where you are filing these documents):

☐ Downtown Phoenix (201 W. Jefferson St.) ☐ Northeast Phoenix (18380 N. 40th St.)

☐ Southeast Regional (222 E. Javelina, Mesa) ☐ Northwest Regional (14284 W. Tierra Buena, Surprise)

Name: _____
 Mailing Address: _____
 City, State, Zip Code: _____
 Daytime Phone Number: _____
 Evening Phone Number: _____
 Representing: ☐ Self ☐ Petitioner ☐ Respondent
 (If Attorney) State Bar Number: _____

SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

_____ Petitioner	Case No. _____ ATLAS No. _____ SENSITIVE DATA SHEET (Not public record)
_____ Respondent	

Fill out. File with Clerk of Court. Omit Account Numbers and Social Security Numbers
 (except on "Orders of Assignment") when requested on other forms.

A. Personal Information:

	Name	Date of Birth <small>(Month/Day/Year)</small>	Social Security Number
Petitioner:	_____	_____	_____
Respondent:	_____	_____	_____
Child:	_____	_____	_____
Child:	_____	_____	_____
Child:	_____	_____	_____
Child:	_____	_____	_____

B. Financial Account Numbers (including credit cards, financial and investment accounts, debts):

Financial Institution	Type of Account	Name(s) of Account Owner	Account #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

C. Pension and Retirement Accounts (including IRAs, 401Ks):

Financial Institution	Type of Account	Name(s) of Account Owner	Account #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

D. Life Insurance Policies:

Insurance Company	Type of Policy	Name(s) of Policy Owner	Policy #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Person Filing: _____
 Your Address: _____
 Your City, State, Zip Code: _____
 Your Telephone Number: _____
 ATLAS Number (if applicable): _____
 Attorney Bar Number (if applicable): _____
 Representing: ☐ Self (Without an Attorney) ☐ Petitioner ☐ Respondent

SUPERIOR COURT OF ARIZONA MARICOPA COUNTY

 Name of Petitioner Case No.: _____

SUMMONS

and

 Name of Respondent

WARNING: This is an official document from the court that affects your rights. Read this carefully. If you do not understand it, contact a lawyer for help.

FROM THE STATE OF ARIZONA TO: _____
 Name of Respondent

1. A lawsuit has been filed against you. A copy of the lawsuit and other court papers are served on you with this *"Summons"*.
2. If you do not want a judgment or order taken against you without your input, you must file an *"Answer"* or a *"Response"* in writing with the court, and pay the filing fee. If you do not file an *"Answer"* or *"Response"* the other party may be given the relief requested in his/her Petition or Complaint. To file your *"Answer"* or *"Response"* take, or send, the *"Answer"* or *"Response"* to the Office of the Clerk of the Superior Court, 201 West Jefferson Street, Phoenix, Arizona 85003-2205 or the Office of the Clerk of the Superior Court, 18380 North 40th Street, Phoenix, Arizona 85032 OR Office of the Clerk of Superior Court, 222 East Javelina Drive, Mesa, Arizona 85210-6201 or Office of the Clerk of Superior Court, 14264 West Tierra Buena Lane, Surprise, Arizona, 85374. Mail a copy of your *"Response"* or *"Answer"* to the other party at the address listed on the top of this Summons.
3. If this *"Summons"* and the other court papers were served on you by a registered process server or the Sheriff, within the State of Arizona, your *"Response"* or *"Answer"* must be filed within TWENTY (20) CALENDAR DAYS from the date you were served, not counting the day you were served. If this *"Summons"* and the other papers were served on you by a registered process server or the Sheriff outside the State of Arizona, your Response must be filed within THIRTY (30) CALENDAR DAYS from the date you were served, not counting the day you were served. Service by a registered process server or the Sheriff is complete when made. Service by Publication is complete thirty (30) days after the date of the first publication.

Case No. _____

4. You can get a copy of the court papers filed in this case from the Petitioner at the address at the top of this paper, or from the Clerk of the Superior Court's Customer Service Center at 601 West Jackson, Phoenix, Arizona 85003 or at 222 East Javelina Drive, Mesa, Arizona 85210.
5. Requests for reasonable accommodation for persons with disabilities must be made to the office of the judge or commissioner assigned to the case, at least five (5) days before your scheduled court date.

SIGNED AND SEALED this date

MICHAEL JEANES, CLERK OF COURT

By _____
Deputy Clerk

(1) Person Filing: _____
 Mailing Address: _____
 City, State, Zip Code: _____
 Daytime / Evening Phone: _____ / _____
 Person Filing Document is: ☐ Self or Attorney for ☐ Plaintiff ☐ Respondent
 (If Attorney) State Bar No.: _____
 Attorney Phone: _____
 ATLAS No. (if applicable): _____

SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

Regarding the Matter of: _____

Case No.: _____

 (Name of Petitioner)

PETITION TO ESTABLISH

(Check one box only)

☐ CHILD CUSTODY, PARENTING TIME,
 ("Visitation") and CHILD SUPPORT

 (Name of Respondent)

☐ CHILD CUSTODY AND PARENTING
 TIME (ONLY)

General Information:

1. INFORMATION ABOUT THE PETITIONER

Name: _____
 Address: _____
 County of residence: _____
 Date of Birth: _____
 Occupation: _____
 Relationship to children for whom I want the CUSTODY/PARENTING TIME order:
☐ Mother
☐ Father
☐ Other: (explain) _____

2. INFORMATION ABOUT THE RESPONDENT

Name: _____
 Address: _____
 County of residence: _____
 Date of Birth: _____
 Occupation: _____
 Relationship to children for whom I want the CUSTODY/PARENTING TIME order:
☐ Mother
☐ Father
☐ Other: (explain) _____

3. JURISDICTION: WHY I AM FILING THIS COURT CASE IN ARIZONA AGAINST THE OTHER PERSON: (check all that apply)

- ☐ The person is a resident of Arizona
- ☐ I believe that I will personally serve the person in Arizona (see packet on service to know about this)
- ☐ The person agrees to have the case heard here and will file written papers in the court case;
- ☐ The person lived with the child in this state at some time;
- ☐ The person lived in this state and provided pre-birth expenses or support for the child;
- ☐ The child lives in this state as a result of the acts or directions of the person;
- ☐ The person had sexual intercourse in this state as a result of which the child may have been conceived;
- ☐ The person signed a birth certificate that is filed in this state;
- ☐ The person did any other acts that substantially connect the person with this state (see a lawyer to help you determine this).

4. INFORMATION ABOUT CHILDREN FOR WHOM I WANT CUSTODY/PARENTING TIME ORDER:

Name: _____
 Birthdate: _____
 Current Address: _____

County of residence: _____
 Father: _____
 Mother: _____

Name: _____
 Birthdate: _____
 Current Address: _____

County of residence: _____
 Father: _____
 Mother: _____

Name: _____
 Birthdate: _____
 Current Address: _____

County of residence: _____
 Father: _____
 Mother: _____

Name: _____
 Birthdate: _____
 Current Address: _____

County of residence: _____
 Father: _____
 Mother: _____

STATEMENTS ABOUT PATERNITY AND CHILD SUPPORT:

5. PATERNITY WAS ESTABLISHED BY: (check one box).

(A copy of any Order or document referenced here should already be in the Court file or attached.)

- ☐ **A Court Order for Paternity from this county or previously transferred to this county** stating that _____ is the natural father of the child(ren). (A.R.S. § 25-502(c))
- ☐ **Both parents signing an Acknowledgment of Paternity through the Hospital Paternity Program** or other means provided by law after July 18, 1996, and a birth certificate listing the name of the father was issued as a result.
- ☐ **We do not have an order of paternity, but we do have a child support order.** (See instructions)
- ☐ **Parties were legally married when child(ren) was (were) born, conceived or adopted.***

***NOTE: If married when child(ren) born, conceived or adopted, and no decree of Divorce or Separation has been issued, STOP! Do not use these forms unless advised to do so by an attorney. Requests for custody and visitation (parenting time) must generally be filed as part of a case for Separation or Divorce.**

6. INFORMATION ABOUT CHILD SUPPORT FOR CHILDREN: (check one box)

- ☐ An Order for Child Support is dated _____ from (name of court) _____ which states that child support is established and **does not need to be changed**. Note: if order is from court other than Superior court in Maricopa County, see instructions)
- ☐ An Order for Child Support is dated _____ from (name of court) _____ which states that child support is established and **does need to be changed**. Note: if order is from court other than Superior Court in Maricopa County, see instructions)
- ☐ To my knowledge **there is no child support order** for the child(ren) and the court should order child support in this case along with custody and parenting time.

Other information about the children:**7. WHERE THE CHILDREN WHO ARE UNDER 18 YEARS OLD HAVE LIVED FOR THE LAST 5 YEARS.**
(Attach extra pages if necessary.)

Child's Name _____ Dates: From _____ To _____
 Lived with _____ Relationship to child: _____
 Street address _____ City, State: _____

Child's Name _____ Dates: From _____ To _____
 Lived with _____ Relationship to child: _____
 Street address _____ City, State: _____

Child's Name _____ Dates: From _____ To _____
 Lived with _____ Relationship to child: _____
 Street address _____ City, State: _____

8. COURT CASES NOT INVOLVING CUSTODY OR PARENTING TIME RELATED TO THE CHILDREN UNDER 18 YEARS OLD: (check one box) ☐ **I HAVE** ☐ **I HAVE NOT** been a party or a witness in court in this state or any other state regarding the custody or parenting time of any of the children named above (If so, explain below, using extra pages if necessary. **IF NOT, GO ON.**)

Name of each child: _____
 Court state _____ Court location _____
 Court case number _____ Current status _____
 How the child(ren) is (are) involved: _____

Summary of any Court Order: _____

9. CUSTODY OR PARENTING TIME CASES RELATED TO CHILDREN UNDER 18 YEARS OLD: (check one box)

☐ **I DO NOT HAVE** ☐ **I DO HAVE** information about a custody or parenting time court case relating to any of the children named above that is pending in this state or in any other state (If so, explain below, using extra pages if necessary. **IF NOT, GO ON.**)

Name of each child: _____
 Court state _____ Court location _____
 Court case number _____ Current status _____
 Nature of the court proceeding: _____
 Summary of Court order: _____

10. CUSTODY OR PARENTING TIME CLAIMS OF ANY PERSON:**(check one box)**

☐ **I DO NOT KNOW** ☐ **I DO KNOW** a person other than the Petitioner or the Respondent who has physical custody or who claims custody or parenting time rights to any of the children named above. (If so, explain below, using extra pages if necessary. **IF NOT, GO ON**).

Name of each child: _____

Name of person with the claim: _____

Address of person with the claim: _____

Nature of the claim: _____

OTHER STATEMENTS TO THE COURT:

- 11. OTHER EXPENSES:** The parties should be ordered to divide between them any uninsured medical, dental, or health expenses, reasonably incurred for the minor child(ren), in proportion to their respective incomes.
- 12. DOMESTIC VIOLENCE:** (check if you are asking for joint custody; this statement **must be true** about you) ☐ Domestic violence has **not** occurred between the parties.
- 13. VENUE:** This is the proper court to bring this lawsuit under Arizona law because it is the county of residence of the petitioner, or the respondent, or the child(ren).
- 14. The Parent Information Program (PIP)** is required for persons seeking custody or parenting time.
☐ **I have** ☐ **I have not** (check one box) already completed the Parenting Information Program.

REQUESTS I MAKE TO THE COURT IN THIS LAWSUIT:

- 1. CUSTODY OF CHILDREN:** (check and complete A or B) Order that:
- a. SOLE CUSTODY:** ☐ Sole custody of the minor child(ren) awarded to ☐ me **or** ☐ the other party subject to parenting time as follows:
1. Reasonable parenting time rights to the parent not having custody, as will be described in a Parenting Plan attached to the Final Order.
 2. **Check and explain ONLY if you want the other parent to have Supervised Parenting time OR NO Parenting time):**
☐ **Supervised Parenting time** between the children and ☐ me **OR** ☐ the other party; **OR**
☐ **NO Parenting time** between the children and ☐ me **OR** ☐ the other party is in the best interests of the children, pursuant to A.R.S. Section 25-337 and 25-338, because (explain here reasons for supervision or no parenting time):
 3. ☐ **Supervised** parent/child access to the parent not having custody, only in the presence of another person, who is named by the court (suggestion below) upon a finding that supervised access is in the best interest of the child,

Person to supervise: _____

Requested restrictions on parenting time: (explain here) _____

Case No. _____

The cost of supervised parent/child access shall be paid by:

- ☐ the parent being supervised;
- ☐ the parent having custody;
- ☐ shared equally by the parties.

4. ☐ **No Parenting time** rights to the parent not having custody, **OR:**

b. **JOINT CUSTODY:** ☐ Joint Custody - Petitioner and Respondent agree to act as joint custodians of the children, as set forth in the Joint Custody Agreement by the parties pursuant to A.R.S. Section 25-332, signed by both parties, if the Court adopts the agreed terms of the Joint Custody Agreement setting forth the custody and parenting time agreement between the parties. There have been **no** significant acts of Domestic Violence under A.R.S.13-3601 by either parent.

Check below if you are asking for a child support order or a change of child support in this case:

5. **CHILD SUPPORT: Order** that child support shall be paid by: **(check one box)**

☐ me **or** ☐ other party in a reasonable amount as determined by the court under the Arizona Child Support Guidelines (Child Support Order to be attached to the Custody/parenting time Order). Support payments shall begin on the first day of the first month following the entry of the Custody/ Parenting time order. These payments, plus a fee for handling, shall be paid through the Clerk of the Court and collected by automatic wage assignment.

6. **HEALTH, MEDICAL AND DENTAL INSURANCE AND HEALTH CARE EXPENSES FOR CHILDREN:**

Order that ☐ me **or** ☐ the other party shall pay for health, medical, dental insurance coverage for the children under the age of 18 years, and that the Petitioner and Respondent shall pay for all reasonable unreimbursed medical, dental, health-related expenses incurred for the child(ren) in proportion to their respective incomes as described on the Parents' Worksheet, which shall be submitted with the Judgment and Order.

7. **OTHER ORDERS I AM REQUESTING (explain request here):**

OATH OR AFFIRMATION

(14) The contents of this document are true and correct to the best of my knowledge and belief.

Signature

Date

Sworn to or affirmed before me this date:

My Commission expires

Notary Public or Deputy Clerk

SUPERIOR COURT OF ARIZONA MARICOPA COUNTY

Name of Petitioner

Case Number: _____

ORDER AND NOTICE TO ATTEND PARENT INFORMATION PROGRAM CLASS

Name of Respondent

READ ME. This is an Official Court Order. If you fail to obey this Order, the court may find you in Contempt of Court.

THE COURT FINDS:

This case involves minor child(ren) and is an action for:

- ☐ Dissolution of Marriage;
- ☐ Legal Separation; or
- ☐ Paternity with a Request to Determine Custody or Parenting Time or Child Support.
- ☐ Request to Determine Custody or Parenting Time or Support

THE COURT ORDERS pursuant to ARS § 25-352:

1. **ATTEND CLASS.** You must attend and complete the Parent Information Program Class.
2. **WITHIN 45 DAYS.** Both the Petitioner and the Respondent **must** complete this class within 45 days from the date the Respondent is served with, or accepts service of, the Petition/Complaint. The Respondent **must** register for and complete the course whether or not a **"Response"** or **"Answer"** to the Petition/Complaint is filed.
3. **PAY THE CLASS FEE.** Each party must pay the class fee to the Program Provider, or obtain a fee deferral or waiver.
4. **FILE CERTIFICATE OF COMPLETION.** Both the Petitioner and the Respondent **must** each file a **"Certificate of Completion"** with the Clerk of the Court immediately after completing the class and prior to receiving the final judgment/order/decree in the case.
5. **FAILURE TO ATTEND CLASS.** If you file a Petition/Complaint or **"Response"** or **"Answer"** and do **not** complete the Parent Information Program Class, the judge **may not** sign your papers and you **may not** get the things you asked the court to give you. You may also be denied the right to seek modification and/or enforcement of the decree/judgment/order until completion of the class. If you are the party required to file a Response/Answer and choose not to file a **"Response"** or **"Answer,"** and do not complete the Parent Information Program Class, you **may be denied** the right to seek modification and/or enforcement of the decree/judgment/order until completion of the class.

Norman J. Davis

Presiding Judge, Family Court Department

PARENT INFORMATION PROGRAM NOTICE

Parent Information Program - This is a very important document. Read it completely. You and the other parent **must** attend and complete a class in the **PARENT INFORMATION PROGRAM**. You do **NOT** attend the class with the other parent. As a precaution against any type of abuse or harassment, you and the other parent **MUST** attend **SEPARATE** classes. This is **NOT** a parenting skills class. The purpose of the program is to give parents information about how children are affected by matters that involve family courts: divorce, paternity, or custody matters and parenting time. This Notice applies to all parents who file any of the following actions in the Superior Court of Arizona in Maricopa County on or after January 1, 1997:

- (1) dissolution of marriage or legal separation that involves a natural or adopted minor, un-emancipated child common to the parties, or
- (2) paternity with a request that the court determine custody or parenting time or child support, or
- (3) any other domestic relations cases if attendance is ordered by the court.

WARNING: ATTENDANCE IS REQUIRED. (A.R.S. § 25-352 and Administrative Order No. 96-078).

ATTENDANCE AT THE PARENT INFORMATION CLASS IS REQUIRED BY LAW AND BY THIS COURT. IF YOU DO NOT ATTEND THE CLASS, THE JUDGE MAY NOT SIGN YOUR PAPERS AND YOU MAY NOT GET THE THINGS YOU ASKED THE COURT TO DO. THE JUDGE MAY ALSO FIND YOU IN CONTEMPT OF COURT.

Notice to Other Party.

After you file your court papers with the Court, you must serve this document on the other parent. If you have questions on how to serve the other party, the Self-Service Center has forms and instructions on service. There are four Self-Service Center locations; one in downtown Phoenix on the first floor of the East Court Building located at 101 West Jefferson Street; one in northeast Phoenix at 18380 N. 40th St.; one in the east valley in the Southeast Complex located at 222 East Javelina Avenue in Mesa and one in the northwest valley located at 14264 W. Tierra Buena Lane in Surprise.

Parent Information Class.

You may choose which class you want to attend. A list of approved classes is provided along with this Notice. These classes meet the requirements of the Parent Information Program. You may also choose to attend a different class that is comparable to the classes listed. However, you will have to tell the judge why that class is like the classes on the list of approved classes and you may have to provide all the materials from that class and information about it to show it is comparable. It will be up to the judge to decide if that class meets Parent Information Program requirements.

Registration (sign-up) for class.

You must sign up for the class in advance. You should sign up for the class as soon as you receive this Notice. There may be a limit on the number of people that can attend each class. That means that YOU MUST CALL TO SIGN UP for the class BEFORE the class is scheduled to start. The telephone numbers for all of the Court-approved provider classes are included on the attached list of approved classes.

Information regarding the provider classes and ONLINE REGISTRATION opportunities may be found on the Conciliation Services website at:

<http://www.superiorcourt.maricopa.gov/conciliation/index.asp>

Cost.

- (1) You are required to pay the provider of the class the fee it charges. **Effective September 22, 2003, the fee for the class may be no more than forty dollars (\$40.00).** You must bring your case number and a picture I.D. to the class.
- (2) If you choose a class that is not listed, you are required to pay the provider of that class the fee it charges. The provider of the class may charge you whatever it wants.
- (3) If your filing fees have been waived or deferred, you must bring a copy of your certificate of waiver or deferral to the program listed.

Class procedures.

Arrive at the class a few minutes early to check in. **You must check in at the class and you must check out of the class. If you do not check in and out, your attendance may not be counted.** You must bring picture identification with you. **DO NOT BRING CHILDREN TO THE CLASS.** A ***“Certificate of Completion”*** of the

class will be given to you at the end of the class. After you have attended the class and have received the ***“Certificate of Completion”***, you must bring the certificate to the court and file it with the Clerk of the Court.

Remember to bring your case number to the class.

Special needs and/or Questions.

If, due to a disability, you need special accommodations to attend this class, or if you have any questions about the Parent Information Program, please contact the Maricopa County Parent Information Program office at 201 West Jefferson Street, third floor, Phoenix, Arizona, or telephone 602-506-1448 when you receive this Notice.

APPROVED PARENT INFORMATION PROGRAM CLASSES

MARICOPA COUNTY

CENTRAL VALLEY**Phoenix**

Arizona Interfaith Counseling-5510 N. Central (First United Methodist Church),
Phoenix, AZ 85012
480-969-2783 (English and Spanish Speaking Classes)

Arizona Priority Education and Counseling-8101 N Black Canyon Hwy.
(Best Western Metro Inn), Phoenix, AZ 85021 (Northern/I-17 NE Corner)
www.AzPEC.com or 602-485-1200

Arizona Priority Education and Counseling-2346 N. Central Ave (ChildHelp),
Phoenix, AZ 85004 (Central between McDowell & Thomas)
www.AzPEC.com or 602-485-1200

Arizona Priority Education and Counseling-350 W. Thomas Road (St. Joseph's Hospital),
Phoenix, AZ 85006
www.AzPEC.com or 602-485-1200

Arizona Priority Education and Counseling-715 W Mariposa (Florence Crittenton Services of
Arizona), Phoenix, AZ 85013 (7th Avenue, just south of Camelback)
www.AzPEC.com or 602-485-1200 English and/or Spanish Speaking Classes

Arizona Priority Education and Counseling-1111 East McDowell Road,
Phoenix, AZ 85006 (Banner Good Samaritan Hospital)
www.AzPEC.com or 602-485-1200

Center For Families In Transition-5757 N. Central Ave. (North Phoenix Baptist,
Family Life Center Rm. 100), Phoenix, AZ 85012
www.DivorceandKids.com or 480-946-9680

Phoenix Interfaith Counseling-555 W. Glendale Ave (The Church of Beatitudes),
Phoenix, AZ 85021
www.pipclasses.com or 602-971-8207

NORTHEAST VALLEY

Paradise Valley

Arizona Interfaith Counseling-3535 E. Lincoln Dr. (Palo Cristi Presbyterian Church),
Paradise Valley, AZ 85253
480-969-2783

Phoenix

Arizona Priority Education and Counseling-3929 E. Bell Rd. (Paradise Valley Hospital),
Phoenix, AZ 85032
www.AzPEC.com or 602-485-1200

Center For Families In Transition-18401 N. 32nd St. (Paradise Valley Community College),
Phoenix, AZ 85032
www.centerforfamilies.net or 602-694-4906

Center For Families In Transition-3929 E. Bell Road (Paradise Valley Hospital),
Phoenix, AZ 85032
www.centerforfamilies.net or 602-694-4906

Phoenix Interfaith Counseling-3929 E. Bell Rd. (Paradise Valley Hospital),
Phoenix, AZ 85032
www.pipclasses.com or 602-971-8207

Scottsdale

Arizona Priority Education and Counseling -12701 N. Scottsdale Rd, Scottsdale, Az 85254
(Ina Levine JCC)
www.AzPEC.com or 602-485-1200

Center For Families In Transition-8801 E. Raintree Drive (University of Phoenix, Bldg.
100 Room 112), Scottsdale, AZ 85260
www.centerforfamilies.net or 602-694-4906

Center For Families In Transition-8860 E. Chaparral Rd. (Western International University)
Scottsdale, AZ 85250
www.centerforfamilies.net or 602-694-4906
(No classes are currently being held here)

Center For Families In Transition – 8655 E. Via De Ventura suite G-200, 2nd floor conference room,
Scottsdale, AZ 85258
www.centerforfamilies.net or 602-694-4906

NORTHWEST VALLEY

Glendale

Phoenix Interfaith Counseling-21000 N. 75th Ave. (Community Church of Joy),
Glendale, AZ 85308
www.pipclasses.com or 602-971-8207

Phoenix Interfaith Counseling-6670 W. Sack Dr. (Arrowhead Community Hospital),
Glendale, AZ 85308
www.pipclasses.com or 602-971-8207

Litchfield Park

Phoenix Interfaith Counseling-300 N. Old Litchfield Road (Church of Litchfield Park),
Litchfield Park, AZ 85340
www.pipclasses.com or 602-971-8207

Phoenix

Arizona Priority Education and Counseling-19829 N. 27th Ave. (John C. Lincoln Hospital),
Phoenix, AZ 85027 (I-10/I-17)
www.AzPEC.com or 602-485-1200

Center For Families In Transition-15601 N. 28th Ave. (University of Phoenix),
Phoenix, AZ 85053
www.centerforfamilies.net or 602-694-4906

Surprise

Arizona Priority Education and Counseling-16089 N. Bullard (Surprise Northwest
Regional Library, Surprise, AZ 85374
www.AzPEC.com or 602-485-1200

Arizona Priority Education and Counseling-16741 N. Greasewood (Surprise Quality Inn & Suites),
Surprise, AZ 85374
www.AzPEC.com or 602-485-1200

SOUTHWEST VALLEY

Arizona Priority Education and Counseling-9201 W. Thomas Road (Banner Estrella Medical
Center), Phoenix, AZ 85037 (Conference Center)
www.AzPEC.com or 602-485-1200

SOUTHEAST VALLEY

Ahwatukee

Arizona Priority Education and Counseling-5121 E. LaPuente Ave Phoenix, Az 85044 (Clarion
Hotel I-10 and Elliot Road)
www.AzPEC.com or 602-485-1200

Center For Families In Transition-5001 E. Cheyenne Drive (Ahwatukee Recreation Center),
Phoenix, AZ 85044
480-855-0075

Chandler

Arizona Priority Education and Counseling-250 E. Chicago St (Chandler Police
Department/Community Meeting Room) Chandler, AZ 85225
www.AzPEC.com or 602-485-1200
English and/or Spanish Speaking Classes

Gilbert

Center For Families In Transition-1380 E. Guadalupe Road (New Hope Community Church),
Gilbert, AZ 85234
www.DivorceAndKids.com or 480-946-9680 Spanish: 480-773-0966

Center For Families In Transition-456 E. Ray Road (Sun Valley Community Church),
Gilbert, AZ 85233
480-855-0075

Mesa

Arizona Interfaith Counseling-2024 E. University Drive (Grace United Methodist Church, Room
501), Mesa, AZ 85213
480-969-2783

Arizona Priority Education and Counseling-6644 E. Baywood Ave., (Banner Baywood Medical
Center) Mesa, AZ 85206 (Superstition Room) West of Power Rd between Broadway & Main
www.AzPEC.com or 602-485-1200
English and/or Spanish Speaking Classes

Center For Families In Transition-2130 E. University Drive (Trinity Baptist), Mesa, AZ 85213
www.DivorceAndKids.com or 480-946-9680

Center For Families In Transition-6530 E. Superstition Springs Blvd. (La Quinta Inn),
Mesa AZ 85206
www.DivorceAndKids.com or 480-946-9680

Center For Families In Transition-1620 S. Stapley Dr. (University of Phoenix building),
Mesa AZ 85204
www.DivorceAndKids.com or 480-946-9680

Phoenix

Arizona Priority Education and Counseling – Clarion Hotel – Ahwatukee 5121 E. LaPuente Ave
Phoenix, Az 85044 Elloit Rd and I-10
www.AzPEC.com or 602-485-1200

Arizona Priority Education and Counseling-7050 S. 24th St. (South Mountain Community College),
Student Union Room 100B Phoenix, AZ 85042 www.AzPEC.com or 602-485-1200
English and/or Spanish Speaking Classes

Center For Families In Transition-15221 S. 50th St. (Holiday Inn Express), Phoenix, AZ 85044
www.DivorceAndKids.com or 480-946-9680

Tempe

Arizona Interfaith Counseling-1565 E. Warner (Mission Del Sol, Room 208),
Tempe, AZ 85284
480-969-2783

Arizona Priority Education and Counseling -5300 S. Priest Dr., Tempe, AZ 85283 (Holiday Inn Express Tempe) Priest just south of Baseline
www.AzPEC.com or 602-485-1200

Center For Families In Transition-6240 S. Price Road (Bethany Community Church, Rm. F-5),
Tempe, AZ 85283
480-855-0075

Center For Families In Transition -670 N. Scottsdale Road (Best Western Inn of Tempe),
Tempe, AZ 85281
www.DivorceAndKids.com or 480-946-9680

Phoenix Interfaith Counseling-3910 S. Rural Road Ste J, Tempe, AZ 85282
www.pipclasses.com or 602-971-8207

Queen Creek

Arizona Priority Education and Counseling -22359 S. Ellsworth, Queen Creek, Az
85242 (Queen Creek Chamber of Commerce)
www.AzPEC.com or 602-485-1200

WEST VALLEY

Avondale

Arizona Priority Education and Counseling – 3000 N Dysart Rd (Estrella Mountain Community College), Avondale, AZ 85323
www.AzPEC.com or 602-485-1200
Spanish Speaking Classes

Phoenix Interfaith Counseling-3000 North Dysart Rd (Estrella Mountain Comm. College), Avondale, AZ 85323
www.pipclasses.com or 602-971-8207

Glendale

Phoenix Interfaith Counseling -4444 W. Northern Ave. Ste D-2 (Apollo Professional Plaza),
Glendale, AZ 85301
www.pipclasses.com or 602-971-8207 (English and Spanish Speaking classes available)

ALL OF THE ABOVE PROVIDERS ARE REQUIRED TO ACCOMMODATE THE NEEDS OF SPANISH SPEAKING CLIENTS.

SPECIAL NEEDS OR ACCOMMODATIONS

If, due to a disability, language problem, or other special need, you have difficulty finding a Parent Information Class that can accommodate you, please contact the Maricopa County Parent Information Program office, telephone number (602) 506-1448, for assistance.

PLEASE NOTE: You do NOT attend the class with the other parent. As a precaution against any type of abuse or harassment, you and the other parent **MUST** attend **SEPARATE** classes. You may each take the class from the same agency, but **NOT** at the same time.

You may choose which class you want to attend. The court will not assign you to attend a specific class. If you are led to believe otherwise, please contact the Parent Information Program office at 602-506-1448.

SELF-SERVICE CENTER

PROCEDURES: HOW TO FILE PAPERS WITH THE COURT TO ESTABLISH CHILD CUSTODY, PARENTING TIME ("Visitation") AND CHILD SUPPORT WHEN PATERNITY HAS ALREADY BEEN ESTABLISHED

STEP 1: Make **2** copies of the following documents after you have filled them out:

- *"Sensitive Data Sheet"*
- *"Summons"*
- *"Petition to Establish Child Custody, Parenting Time and Child Support"*
- *"Order and Notice for the Parent Information Program"*

STEP 2: SEPARATE YOUR DOCUMENTS INTO THREE (3) SETS:

SET 1 – ORIGINALS FOR CLERK OF COURT: <ul style="list-style-type: none">• <i>"Family Court Cover Sheet"</i>• <i>"Sensitive Data Sheet"</i>• <i>"Summons"</i>• <i>"Petition to Establish Child Custody, Parenting Time and Child Support"</i>• <i>"Order and Notice for Parent Information Program"</i>	SET 2 -- COPIES FOR OTHER PARTY: <ul style="list-style-type: none">• <i>"Summons"</i>• <i>"Sensitive Data Sheet"</i>• <i>"Petition to Establish Child Custody, Parenting Time and Child Support"</i>• <i>"Order and Notice for Parent Information Program"</i>
SET 3 – COPIES FOR YOU: <ul style="list-style-type: none">• <i>"Summons"</i>• <i>"Sensitive Data Sheet"</i>• <i>"Petition to Establish Child Custody, Parenting Time and Child Support"</i>• <i>"Order and Notice for Parent Information Program"</i>	

STEP 3: FILE THE PAPERS AT THE COURT:

GO TO: **GO TO THE COURT TO FILE YOUR PAPERS:** The court is open from 8am-5pm, Monday-Friday. **You should go to the court at least two hours before it closes.** You may file your court papers at the following Superior Court locations:

The Clerk of the Superior Court
Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

The Clerk of the Superior Court
Southeast Court Complex
222 East Javelina Drive, 1st floor
Mesa, Arizona 85210

The Clerk of the Superior Court
Northwest Court Complex
14264 West Tierra Buena Lane
Surprise, Arizona 85374

The Clerk of the Superior Court
Northeast Regional Court Center
18380 North 40th Street
Phoenix, Arizona 85032

FILE: Go to the Clerk of the Court filing counter to file your documents.

FEES: There is a filing fee of **\$206.00** plus service fees for all Petitions. If you feel you are entitled to a fee deferral (postponement or payment plan), you may request a deferral of the filing fees (and the Sheriff's service fees if you intend to use the Sheriff's Office for service) at the time you file your papers with the Clerk of the Court. The Self-Service Center and the Filing Counter have the deferral forms.

PAPERS: Hand all three (3) sets of your court papers to the Clerk along with cash, check or a money order for the filing fee of **\$206.00**.

MAKE SURE YOU GET THE FOLLOWING BACK FROM THE CLERK:

- Your Set of **Copies**
- The Other Party's Set of **Copies**

STEP 4: **SERVE THE PAPERS ON THE OTHER PARTY.** Read the packet at the Self-Service Center called "Service of Court Papers" that applies to your situation. This will explain how to serve the other party. Remember to file your Affidavit, Waiver or Acceptance of Service as soon as the Respondent is served.

STEP 5: **WAIT.** Depending on HOW and WHERE you served the papers on the other party (in-state, out of state, by publication, etc.), he or she has a certain number of days to file a **RESPONSE** to tell the Court that he or she disagrees with your facts, OR objects to the Orders you want the Court to make. You should receive a copy of the Response and a notice about when and where you must appear for any Court procedure or hearing.

If **NO RESPONSE** is filed, you must file papers to tell the Court the other party **DEFAULTED** - that is, the other party agrees with your request - or at least did not file papers to disagree, so the Court should move forward. See the Self-Service Center's "Default" (or "Default Without Children") packet and follow the timetable and procedures there to apply for your default court order.